

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

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SPECIAL NOTICE

Attention: Bureau Approved Live Scan/Card Scan Sites

Subject: Disconnection of all Bureau Live Scan/Card Scan Sites **Effective November 1, 2004**

This notice is a follow-up to the notice mailed May 19, 2004, informing licensees with Live Scan machines to contact the Department of Justice (DOJ) to establish a direct connection to the DOJ Applicant Communication Network.

To date only 20% of the Live Scan/Card Scan sites have complied and followed through with their contact with DOJ.

BSIS will disconnect its “Store and Forward” device effective November 1, 2004, which means that licensee-owned Live Scan/Card Scan sites will no longer have the capability to transmit fingerprints electronically to the DOJ via BSIS. The BSIS billing codes will also be cancelled effective November 1, 2004.

Once you have established a connection to DOJ, **to avoid duplicate billing**, you must discontinue the use of the BSIS’s online application until November 1, 2004. Instead, send a hard security guard application, a \$50.00 check and a copy of the Live Scan form signed by the Live Scan site operator to BSIS via mail.

To establish a connection to the Department of Justice Applicant Communication Network, contact Mike Van Winkle at the Department of Justice at (916) 227-0144 or by e-mail at mike.vanwinkle@doj.ca.gov.

Questions regarding this special notice can be directed to Rolando Taeza at (916) 575-7055 or by e-mail at rolando_taeza@dca.ca.gov.